Module 4: Inspections During Construction

Onsite Activities

Documentation

Inspection reports can be used as documentation to show compliance with or potential violations associated with the construction general permit. This is especially beneficial if the VSMP authority or DEQ has established a schedule or milestones for compliance. Documentation is used to prove or support inspector claims of potential violations.

Qualified personnel are required to complete an inspection report documenting and detailing the items laid out in 9VAC25-880-70Part II(F).

A sample inspection form is included as Appendix B and a summary of these items is as follows.

As per F.3a, the qualified personnel shall:

(1) Record the date and time of the inspection and when applicable the date and rainfall amount of the last measurable storm event;
(2) Record the information and a description of any discharges occurring at the time of the inspection;
(3) Record any land-disturbing activities that have occurred outside of the approved erosion and sediment control plan;
(4) Inspect the following for installation in accordance with the approved erosion and sediment control plan, identification of any maintenance needs, and evaluation of effectiveness in minimizing sediment discharge, including whether the control has been inappropriately or incorrectly used:
    a. All perimeter erosion and sediment controls, such as silt fence;
    b. Soil stockpiles, when applicable, and borrow areas for stabilization or sediment trapping measures;
    c. Completed earthen structures, such as dams, dikes, ditches, and diversions for stabilization;
    d. Cut and fill slopes;
    e. Sediment basins and traps, sediment barriers, and other measures installed to control sediment discharge from stormwater;
    f. Temporary or permanent channel, flume, or other slope drain structures installed to convey concentrated runoff down cut and fill slopes;
    g. Storm inlets that have been made operational to ensure that sediment laden stormwater does not enter without first being filtered or similarly treated; and
    h. Construction vehicle access routes that intersect or access paved roads for minimizing sediment tracking;
(5) Inspect areas that have reached final grade or that will remain dormant for more than 14 days for initiation of stabilization activities;
(6) Inspect areas that have reached final grade or that will remain dormant for more than 14 days for completion of stabilization activities within seven days of reaching grade or stopping work;
(7) Inspect for evidence that the approved erosion and sediment control plan, "agreement in lieu of a plan," or erosion and sediment control plan prepared in accordance with department-approved annual standards and specifications has not been properly implemented. This includes but is not limited to:

a. Concentrated flows of stormwater in conveyances such as rills, rivulets or channels that have not been filtered, settled, or similarly treated prior to discharge, or evidence thereof;
b. Sediment laden or turbid flows of stormwater that have not been filtered or settled to remove sediments prior to discharge;
c. Sediment deposition in areas that drain to unprotected stormwater inlets or catch basins that discharge to surface waters. Inlets and catch basins with failing sediments controls due to improper installation, lack of maintenance, or inadequate design are considered unprotected;
d. Sediment deposition on any property (including public and private streets) outside of the construction activity covered by this general permit;
e. Required stabilization has not been initiated or completed on portions of the site;
f. Sediment basins without adequate wet or dry storage volume or sediment basins that allow the discharge of stormwater from below the surface of the wet storage portion of the basin;
g. Sediment traps without adequate wet or dry storage or sediment traps that allow the discharge of stormwater from below the surface of the wet storage portion of the trap; and
h. Land disturbance outside of the approved area to be disturbed;

(8) Inspect pollutant generating activities identified in the pollution prevention plan for the proper implementation, maintenance and effectiveness of the procedures and practices;
(9) Identify any pollutant generating activities not identified in the pollution prevention plan; and
(10) Identify and document the presence of any evidence of the discharge of pollutants prohibited by this general permit.

<u>As per F.3a, each inspection report shall include the following items:</u>

a. The date and time of the inspection and when applicable, the date and rainfall amount of the last measurable storm event;
b. Summarized findings of the inspection;
c. The location(s) of prohibited discharges;
d. The location(s) of control measures that require maintenance;
e. The location(s) of control measures that failed to operate as designed or proved inadequate or inappropriate for a particular location;
f. The location(s) where any evidence identified under Part II F 3 a (7) exists;
g. The location(s) where any additional control measure is needed that did not exist at the time of inspection;
h. A list of corrective actions required (including any changes to the SWPPP that are necessary) as a result of the inspection or to maintain permit compliance;
i. Documentation of any corrective actions required from a previous inspection that have not been implemented; and
j. The date and signature of the qualified personnel and the operator or its duly authorized representative. ***Where an inspection report does not identify any incidents of noncompliance, the report shall contain a certification that the construction activity is in compliance with the SWPPP and the general permit.***

Appendix A

Part II Stormwater Pollution Prevention Plan (SWPPP)

SWPPP contents: Part II(A)

- ☐ Signed copy of the registration statement, copy of notice of coverage letter, copy of permit: Part II(A)1.a-c
- ☐ Narrative description of the nature of the construction activity, including the function of the project (e.g., low density residential, shopping mall, highway, etc.): Part II(A)1.d
- ☐ Legible site plan: Part II(A)1.e
- ☐ Approved ESC plan, "agreement in lieu of a plan", or ESC plan prepared in accordance with department approved annual standards and specifications: Part II(A)2
- ☐ New construction: Approved SWM plan, or SWM plan prepared in accordance with department approved annual standards and specifications
  Existing construction: Approved SWM plan compliant with 9VAC25-870-93 through 9VAC25-870-99 (Part II C technical criteria): Part II(A)3
- ☐ Pollution prevention plan: Part II(A)4
- ☐ Requirements for discharges to impaired waters, surface waters with an applicable TMDL waste load allocation established and approved prior to term of permit, and exceptional waters: Part II(A)5
- ☐ Contact information for qualified personnel conducting inspections: Part II(A)6
- ☐ Name, phone number, and qualifications of the qualified personnel conducting inspections: Part II(A)7
- ☐ Signature and date: Part II(A)8

SWPPP amendments, modifications, and updates: Part II(B)

- ☐ The operator must amend the SWPPP whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to surface waters and that has not been previously addressed in the SWPPP: Part II(B)1
- ☐ The SWPPP must be amended if self-inspections or regulatory compliance inspections determine that existing control measures are ineffective in minimizing pollutant discharges from the construction activity: Part II(B)2
- ☐ The SWPPP must clearly identify the contractor(s) that will implement and maintain each control measure identified in the SWPPP: Part II(B)3
- ☐ The SWPPP must be updated no later than **seven days** following any modification to its implementation. All modifications or updates to the SWPPP must be noted and shall include the following items: Part II(B)4
  - a. Record of dates when:
    (1) Major grading activities occur
    (2) Construction activities temporarily or permanently cease on a portion of the site; and
    (3) Stabilization measures are initiated
  - b. Documentation of replaced or modified controls where periodic inspections or other information have indicated that the controls have been used inappropriately or incorrectly and where modified as soon as possible
  - c. Areas that have reached final stabilization and where no further SWPPP or inspection requirements apply

- d. All properties that are no longer under the legal control of the operator and the dates on which the operator no longer had legal control over each property
- e. The date of any prohibited discharges, the discharge volume released, and what actions were taken to minimize the impact of the release
- f. Measures taken to prevent the reoccurrence of any prohibited discharge
- g. Measures taken to address any evidence identified as a result of a self-inspection required under Part II(F)

☐ Amendments, modifications, or updates must signed in accordance with Part III(K): Part II(B)5

Public notification: Part II(C)

At the start of construction, the operator must post the following near the main entrance until termination of permit coverage:

☐ Copy of notice of coverage letter: Part II(C)

☐ Information for public access to the electronic format or hard copy of SWPPP: Part II(D)3

★*Linear projects - operator must post notice of coverage letter at a publicly accessible location near an active part of the construction project (e.g., where a pipeline project crosses a public road):*
Part II.C

SWPPP availability: Part II(D)

A copy of the complete SWPPP must be available onsite for operators with day-to-day operational control over SWPPP implementation, must be made available upon request to the department, VSMP authority, EPA, VESCP authority, local government officials, or the operator of a MS4. SWPPP must be available for public review in an electronic format or hard copy.

SWPPP inspections : Part II(F)

The operator is responsible for insuring that the qualified personnel conduct inspections: Part II(F)1

☐ Inspections carried out at required frequency: Part II(F)2

★ *Remember, ESC and SWM plans must address phasing of construction projects, and must include the timing of installation for all erosion and sediment control measures and permanent stormwater management facilities*

- a.(1) At least once every five business days; or
- a.(2) At least once every 10 business days and no later than 48 hours following a measurable storm event (rainfall event producing 0.25 inches of rain or greater over 24 hours). If event occurs when there are more than 48 hours between business days, inspection must be conducted no later than next business day
- b. Once every month where areas have been temporarily stabilized or LDA is suspended due to continuous frozen ground conditions – provided stormwater discharges are unlikely (if weather conditions make discharges likely, regular inspection schedule resumes)

- ☐ Inspection requirements being fulfilled: Part II(F)3.a
  - (1) Record time and date of inspection and date and rainfall amount of last measurable storm event
  - (2) Record information and description of any discharges occurring at time of inspection
  - (3) Record any land disturbing activities that occurred outside approved ESC plan
  - (4) Inspect erosion and sediment controls installation in accordance with approved ESC plan, identify any maintenance needs and evaluate effectiveness in minimizing sediment discharge, including whether the control has been inappropriately or incorrectly used (see Part II(F)3.a.4(a)-(h))
  - (5)-(6) Inspection of areas that have reached final grade or that will remain dormant for **more than 14 days** for initiation of stabilization activities and completion of stabilization activities within **seven days** of reaching grade or stopping work
  - (7) Inspection for evidence that ESC plan or "agreement in lieu of a plan" has not been properly implemented (see Part II(F)3.7(a)-(h))
  - (8) Inspect pollutant generating activities identified in the pollution prevention plan for the proper implementation, maintenance and effectiveness of the procedures and practices
  - (9) Identify any pollutant generating activities not identified in the pollution prevention plan
  - (10) Identify and document the presence of any evidence of the discharge of pollutants prohibited by this permit
- ☐ Inspection report contains necessary information: Part II(F)4
  - (a) Date and time of the inspection and date and rainfall amount of the last measurable storm event
  - (b) Summarized findings of the inspection
  - (c) Location(s) of prohibited discharge
  - (d) Location(s) of control measures that require maintenance
  - (e) Location(s) of control measures that failed to operate as designed or proved inadequate or inappropriate for a particular location
  - (f) Location(s) where any evidence identified under Part II(F)3.a(7) exists
  - (g) Location(s) where any additional control measure is needed that did not exist at the time of inspection
  - (h) List of corrective actions required (including any changes to the SWPPP that are necessary) as a result of the inspection to maintain permit compliance
  - (i) Documentation of any corrective actions required from a previous inspection that has not been implemented
  - (j) Date and signature of the qualified personnel and the operator or their duly authorized representative

Appendix B

SAMPLE PROJECT SELF INSPECTION FORM #1

Project Name:_____

Date of Inspection: _____**Time of Inspection:**_____

Weather Conditions during Evaluation: _____

Inspector's Name: _____

Date of Last Inspection:_____

Date of Last Measurable Storm Event: _____

Amount of Last Measurable Rainfall: _____

Project Representatives:

Name	Representing

Plan Approval Status

1. Is the SWPPP located on site as required by regulation ……. .....Yes [ ] No [ ]

2. On what date was the SWPPP last updated? _____

3. For this project, have there been any changes or variances to the approved ESC or SWM plan?.....Yes [ ] No [ ]

Change No. & Date	Description	Date approved by the VESCP Authority	Date approved by the VSMP Authority
No. 1			
No. 2			
No. 3			
No. 4			
No 5			
No. 6			

Representative Inspections of Linear Projects (880 Part II, F.2):

1. Has temporary or permanent seeding been installed, such that vehicle access may compromise the stabilization and potentially increase erosion? …….....Yes [ ] No [ ]

2. If yes, are/were inspections conducted on the same frequency as other activities?……..Yes [ ] No [ ]

3. Identify below, each location (0.25 miles above and below each access point) and observations at each location.

_____
_____
_____
_____
_____
_____

Land Disturbance Activity (880 Part II, F.3):

1. Site construction conforms with approved Erosion & Sedimentation Control (ESC) plan:
   ……Yes [ ] No [ ]

2. A properly implemented ESC plan should minimize erosion potential through the following actions:

   a) All perimeter control practices (such as silt fence) identified on the plan installed as a first step measure? (MS 4)……..Yes [ ] No [ ]

   b) Soil stockpile and borrow areas properly stabilized and/or trapping measures installed (MS 2)
   ……..Yes [ ] No [ ]

   c) Earthen structures (such as damns, dikes, diversions) stabilized immediately (MS 5)?
   ……..Yes [ ] No [ ]

   d) Cut and fill slopes are constructed in a manner to minimize erosion (MS 7)?
   ……...Yes [ ] No [ ]

   e) Sediment basins, traps, and barriers installed according to approved plan (MS 6)?
   .....Yes [ ] No [ ]

   f) Concentrated runoff conveyed down a cut or fill slope in an adequate temporary or

   permanent channel, flume or slope drain structure (MS 8)?……..Yes [ ] No [ ]

   g) Storm inlets made operable during construction are protected so sediment laden water

   cannot enter without first being filtered (MS 10)?.....…….Yes [ ] No [ ]

   h) Provisions have been made to minimize the transport of sediment from the site

   onto paved surfaces (MS 17)?.....…….Yes [ ] No [ ]

   i) Have areas at final grade been inspected to verify permanent (within 7 days)

   soil stabilization (MS 1)?.....…….Yes [ ] No [ ]

   j) Have areas at final grade been inspected to verify temporary (dormant for 14+ days)

   temporary soil stabilization (MS 1)?.....……..Yes [ ] No [ ]

3. Has land disturbance activity been confined only to the area designated on the approved ESC plan?
   ……..Yes [ ] No [ ]

4. Are all soil stockpiles located onsite and previously identified? ……..Yes [ ] No [ ]

5. If you answered “No” to any of the Land Disturbance Activity questions above, provide a summary of the findings including:

a) Location(s) of any prohibited discharges;
b) Location(s) of all control practices that require maintenance;
c) Location(s) of any control practices which failed to operate as designed or proved inadequate;
d) Location where additional control practices maybe needed

_____
_____
_____
_____

Maintenance Activity (880 Part II, F.3):

6. With respect to ESC maintenance, categorize the following items/activities since the last visit.

   a) Was any sediment laden (turbid) water discharged without being filtered or settled to remove sediment?..... ……..Yes [ ] No [ ]
   b) Was sediment deposition in areas draining to unprotected inlets observed? .....Yes [ ] No [ ]
   c) Were inlets and catch basins with failing sediment controls observed? .....Yes [ ] No [ ]
   d) Was sediment deposition observed on property (including public or private) outside the activity covered the construction general permit? ……..Yes [ ] No [ ]
   e) Was the discharge of stormwater below the surface of the wet storage observed from any sediment basins? ……..Yes [ ] No [ ]
   f) Was the discharge of stormwater below the surface of the wet storage observed from any sediment traps? ……..Yes [ ] No [ ]

7. If you answered “Yes” to any of the Maintenance Activity questions above, provide a summary of the findings including:

   e) Location(s) of any prohibited discharges and whether they have been corrected;
   f) Location(s) of all control practices that require maintenance;
   g) Location(s) of any control practices which failed to operate as designed or proved inadequate;
   h) Location where additional control practices maybe needed

_____
_____
_____
_____

Pollution Prevention (P2) Plan (880 Part II, F3 & F4):

1. What pollution generating activities are identified in the P2 plan? (list below)
   _____
   _____
   _____
   _____
   _____

2. Were any of the above activities **not inspected** to determine if the effectiveness and maintenance of the procedures were consistent with the P2 Plan? ……Yes [ ] No [ ]

3. During the inspection, were any pollutant generating activities observed which are not identified in the original P2 or SWPP Plans? ……Yes [ ] No [ ]

4. If you answered no to the questions above, identified/describe the activities below.

   _____
   _____
   _____
   _____

5. The General Permit (880-70; Part I) prohibits wastewater discharges of:
   a) concrete washout;
   b) cleanout of stucco/paint/form/oil/curing compounds;
   c) vehicle fuel/oil/pollutants;
   d) oils or toxic/hazardous substances; or
   e) soaps/solvents/detergents used for equipment/vehicle washing.
   Did you observe any evidence the above pollutants were discharged or any other pollutant generating activities, which would require the SWPPP be updated??……Yes [ ] No [ ]

6. If you answered yes to the question above, provide a list of corrective actions needed.

   _____
   _____
   _____
   _____

Summary:

1. With respect to all three sections above (Land Disturbance, Maintenance, & Pollution Prevention), list any/all corrective actions identified in the last evaluation which have not yet been implemented.

_____

_____

_____

_____

2. With respect to this report, check one of the following statements:
   a. Observed incidents of noncompliance have been identified □
   b. The construction activity is in compliance with the SWPPP and the general permit □

_____

Qualified Person Signature & Date

_____

Operator/Representative Signature & Date

SAMPLE PROJECT SELF INSPECTION FORM #2

Inspection Report Template – Field Version (Sample)

Purpose
This Inspection Report Template (or "template") was designed to assist you in preparing inspection reports for EPA's 2012 Construction General Permit (CGP). If you are covered under the 2012 CGP, this template will enable you to create an inspection report form that is customized to the specific circumstances of your project and that complies with the minimum reporting requirements of Part 4.1.7 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.1.7 of the CGP.

If you are covered under a state CGP, this template may be helpful in developing a form that can be used for that permit; however it will need to be modified to meet the specific requirements of that permit. If your permitting authority requires you to use a specific inspection report form, you should not use this form.

Notes:
While EPA has made every effort to ensure the accuracy of all instructions and guidance contained in the Inspection Report Template, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the template. In the event of a conflict between the Inspection Report Template and any corresponding provision of the 2012 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Inspection Report Template at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Inspection Requirements
Construction operators covered under the 2012 CGP are subject to the following requirements in Part 4:

Inspection Frequency (see Part 4.1.4)
You are required to conduct inspections either:
- Once every 7 calendar days; or
- Once every 14 calendar days and within 24 hours of a storm event of 0.25 inches or greater.

Your inspection frequency is increased if the site discharges to a sensitive water. See Part 4.1.3. Your inspection frequency may be decreased to account for stabilized areas, or for arid, semi-arid, or drought-stricken conditions, or for frozen conditions. See Part 4.1.4.

Areas That Need to Be Inspected (see Part 4.1.5)
During each inspection, you must inspect the following areas of your site:
- Cleared, graded, or excavated areas of the site;
- Stormwater controls (e.g., perimeter controls, sediment basins, inlets, exit points etc.) and pollution prevention practices (e.g., pollution prevention practices for vehicle fueling/maintenance and washing, construction product storage, handling, and disposal, etc.) at the site;
- Material, waste, or borrow areas covered by the permit, and equipment storage and maintenance areas;
- Areas where stormwater flows within the site;
- Stormwater discharge points; and
- Areas where stabilization has been implemented.

What to Check For During Your Inspection (see Part 4.1.6)
During your site inspection, you are required to check:
- Whether stormwater controls or pollution prevention practices require maintenance or corrective action, or whether new or modified controls are required;
- For the presence of conditions that could lead to spills, leaks, or other pollutant accumulations and discharges;
- Whether there are visible signs of erosion and sediment accumulation at points of discharge and to the channels and streambanks that are in the immediate vicinity of the discharge;

- If a stormwater discharge is occurring at the time of the inspection, whether there are obvious, visual signs of pollutant discharges; and
- If any permit violations have occurred on the site.

Inspection Reports (see Part 4.1.7)
Within 24 hours of completing each inspection, you are required to complete an inspection report that includes:
- Date of inspection;
- Names and titles of persons conducting the inspection;
- Summary of inspection findings;
- Rain gauge or weather station readings if your inspection is triggered by the 0.25 inch storm threshold; and
- If you determine that a portion of your site is unsafe to access for the inspection, documentation of what conditions prevented the inspection and where these conditions occurred on the site

Instructions for Using This Template
This Field Version of the Inspection Report Template is intended to be used in the field and filled out by hand. If you will be filling out the Inspection Report Template electronically (i.e., you will be typing in your findings), please use the Electronic Version of the Inspection Report Template available at www.epa.gov/npdes/stormwater/swppp. The Electronic Version includes text fields with instructions for what to enter.

Keep in mind that this document is a template and not an "off-the-shelf" inspection report that is ready to use without some modification. You must first customize this form to include the specifics of your project in order for it to be useable for your inspection reports. Once you have entered all of your site-specific information into these fields, you may print out this form for use in the field to complete inspection reports.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

- **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Sign and certify each inspection report.** Each inspection report must be signed and certified by the permittee to be considered complete. Where your inspections are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The template includes a signature block for both parties.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.
- **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.1.7.3 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions

You will find specific instructions corresponding to each section of the report form on the reverse side of each page. These instructions provide you with more details in terms of what EPA expects to be documented in these reports.

General Information (see reverse for instructions)					
Name of Project		**CGP Tracking No.**		**Inspection Date**	
Inspector Name, Title & Contact Information					
Present Phase of Construction					
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)					

Inspection Frequency *(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply.)*

Standard Frequency: ☐ Weekly ☐ Every 14 days and within 24 hours of a 0.25" rain

Increased Frequency: ☐ Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)

Reduced Frequency:
- ☐ Once per month (for stabilized areas)
- ☐ Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought)
- ☐ Once per month (for frozen conditions where earth-disturbing activities are being conducted)

Was this inspection triggered by a 0.25" storm event? ☐ Yes ☐ No

If yes, how did you determined whether a 0.25" storm event has occurred?

☐ Rain gauge on site ☐ Weather station representative of site. Specify weather station source:

Total rainfall amount that triggered the inspection (in inches)**:**

Unsafe Conditions for Inspection

Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.1.5? ☐ Yes ☐ No

If "yes", complete the following:
- Describe the conditions that prevented you from conducting the inspection in this location:
- Location(s) where conditions were found:

Instructions for Filling Out "General Information" Section

Name of Project
Enter the name for the project.

CGP Tracking No.
Enter the tracking number that was assigned to your NOI application for permit coverage.

Inspection Date
Enter the date you conducted the inspection.

Inspector Name, Title & Contact Information
Provide the name of the person(s) (either a member of your company's staff or a contractor or subcontractor) that conducted this inspection. Provide the inspector's name, title, and contact information as directed in the form.

Present Phase of Construction
If this project is being completed in more than one phase, indicate which phase it is currently in.

Inspection Location
If your project has multiple locations where you conduct separate inspections, specify the location where this inspection is being conducted. If only one inspection is conducted for your entire project, enter "Entire Site." If necessary, complete additional inspection report forms for each separate inspection location.

Inspection Frequency
Check the box that describes the inspection frequency that applies to you. Note that you may be subject to different inspection frequencies in different areas of your site. If your project does not discharge to a "sensitive water" (i.e., a water impaired for sediment or nutrients, or listed as Tier 2, 2.5, or 3 by your state or tribe) and you are not affected by any of the circumstances described in CGP Part 4.1.4, then you can choose your frequency based on CGP Part 4.1.2 – either weekly, or every other week and within 24 hrs of a 0.25 in storm event. For any portion of your site that discharges to a sensitive water, your inspection frequency for that area is fixed under CGP Part 4.1.3 at weekly and within 24 hrs of a 0.25 inch storm event. If portions of your site are stabilized, are located in arid, semi-arid, or drought-stricken areas, or are subject to frozen conditions, consult CGP Part 4.1.4 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project.

Was This Inspection Triggered by a 0.25 Inch Storm Event?
If you were required to conduct this inspection because of a 0.25 inch (or greater) rain event, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event.

Unsafe Conditions for Inspection
Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.1.5. These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as "Entire site"

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.1) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐ No	☐Yes ☐ No		
2.	☐Yes ☐ No	☐Yes ☐ No		
3.	☐Yes ☐ No	☐Yes ☐ No		
4.	☐Yes ☐ No	☐Yes ☐ No		
5.	☐Yes ☐ No	☐Yes ☐ No		
6.	☐Yes ☐ No	☐Yes ☐ No		
7.	☐Yes ☐ No	☐Yes ☐ No		
8.	☐Yes ☐ No	☐Yes ☐ No		
9.	☐Yes ☐ No	☐Yes ☐ No		
10.	☐Yes ☐ No	☐Yes ☐ No		
	☐Yes ☐ No	☐Yes ☐ No		
	☐Yes ☐ No	☐Yes ☐ No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Erosion and Sediment Control" Table

Type and Location of E&S Controls
Provide a list of all erosion and sediment (E&S) controls that your SWPPP indicates will be installed and implemented at your site. This list must include at a minimum all E&S controls required by CGP Part 2.1.2. Include also any natural buffers established under CGP Part 2.1.2.1. Buffer requirements apply if your project's earth-disturbing activities will occur within 50 feet of a surface water. You may group your E&S controls on your form if you have several of the same type of controls (e.g., you may group "Inlet Protection Measures", "Perimeter Controls", and "Stockpile Controls" together on one line), but if there are any problems with a specific control, you must separately identify the location of the control, whether repairs or maintenance or corrective action are necessary, and in the notes section you must describe the specifics about the problem you observed.

Repairs or Other Maintenance Needed?
Answer "yes" if the E&S control requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. At a minimum, maintenance is required in the following specific instances: (1) for perimeter controls, whenever sediment has accumulated to ½ or more the above-ground height of the control (CGP Part 2.1.2.2.b); (2) where sediment has been tracked-out onto the surface of off-site streets or other paved areas (CGP Part 2.1.2.3.d); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 2.1.2.9.b); and (4) for sediment basins, as necessary to maintain at least ½ of the design capacity of the basin (CGP Part 2.1.3.2.b). Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program. You should also answer "yes" if work to fix the problem is still ongoing from the previous inspection.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required E&S control was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 or 3 requirement; (2) you become aware that the inadequacy of the E&S control has led to an exceedance of an applicable water quality standard; or (3) EPA requires corrective action for an E&S control as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report, found at www.epa.gov/npdes/stormwater/swppp. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each E&S control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize sediment discharge. Describe any problem conditions you observed such as the following, and why you think they occurred as well as actions (e.g., repairs, maintenance, or corrective action) you will take or have taken to fix the problem:

1. Failure to install or to properly install a required E&S control
2. Damage or destruction to an E&S control caused by vehicles, equipment, or personnel, a storm event, or other event
3. Mud or sediment deposits found downslope from E&S controls
4. Sediment tracked out onto paved areas by vehicles leaving construction site
5. Noticeable erosion at discharge outlets or at adjacent streambanks or channels
6. Erosion of the site's sloped areas (e.g., formation of rills or gullies)
7. E&S control is no longer working due to lack of maintenance

For buffer areas, make note of whether they are marked off as required, whether there are signs of construction disturbance within the buffer, which is prohibited under the CGP, and whether there are visible signs of erosion resulting from discharges through the area.

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem.*

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3) (see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐ No		
2.	☐Yes ☐No	☐Yes ☐ No		
3.	☐Yes ☐No	☐Yes ☐ No		
4.	☐Yes ☐No	☐Yes ☐ No		
5.	☐Yes ☐No	☐Yes ☐ No		
6.	☐Yes ☐No	☐Yes ☐ No		
7.	☐Yes ☐No	☐Yes ☐ No		
8.	☐Yes ☐No	☐Yes ☐ No		
9.	☐Yes ☐No	☐Yes ☐ No		
10.	☐Yes ☐No	☐Yes ☐ No		
		☐Yes ☐ No		
		☐Yes ☐ No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires

corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Pollution Prevention (P2) Practice" Table

Type and Location of P2 Controls
Provide a list of all pollution prevention (P2) practices that are implemented at your site. This list must include all P2 practices required by Part 2.3.3, and those that are described in your SWPPP.

Repairs or Other Maintenance Needed?
Answer "yes" if the P2 practice requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report (see www.epa.gov/npdes/stormwater/swppp). Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each P2 control and the area immediately surrounding it, note whether the control is properly installed, whether it appears to be working to minimize or eliminate pollutant discharges, and whether maintenance or corrective action is required. Describe problem conditions you observed such as the following, and why you think they occurred, as well as actions you will take or have taken to fix the problem:

1. Failure to install or to properly install a required P2 control
2. Damage or destruction to a P2 control caused by vehicles, equipment, or personnel, or a storm event
3. Evidence of a spill, leak, or other type of pollutant discharge, or failure to have properly cleaned up a previous spill, leak, or other type of pollutant discharge
4. Spill response supplies are absent, insufficient, or not where they are supposed to be located
5. Improper storage, handling, or disposal of chemicals, building materials or products, fuels, or wastes
6. P2 practice is no longer working due to lack of maintenance

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Stabilization of Exposed Soil (CGP Part 2.2) (see reverse for instructions)			
Stabilization Area **[Add an additional sheet if necessary]**	**Stabilization Method**	**Have You Initiated Stabilization?**	**Notes**
1. **2.** **3.** **4.** **5.**		☐ YES ☐ NO If yes, provide date: ☐ YES ☐ NO If yes, provide date: ☐ YES ☐ NO If yes, provide date: ☐ YES ☐ NO If yes, provide date: ☐ YES ☐ NO If yes, provide date:	

Description of Discharges (CGP Part 4.1.6.6) (see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? ☐ Yes ☐ No **If "yes", provide the following information for each point of discharge:**	
Discharge Location **[Add an additional sheet if necessary]**	**Observations**
1.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Instructions for Filling Out the "Stabilization of Exposed Soil" Table

Stabilization Area
List all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.

Stabilization Method
For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).

Have You Initiated Stabilization
For each area, indicate whether stabilization has been initiated.

Notes
For each area where stabilization has been initiated, describe the progress that has been made, and what additional actions are necessary to complete stabilization. Note the effectiveness of stabilization in preventing erosion. If stabilization has been initiated but not completed, make a note of the date it is to be completed. If stabilization has been completed, make a note of the date it was completed. If stabilization has not yet been initiated, make a note of the date it is to be initiated, and the date it is to be completed.

Instructions for Filling Out the "Description of Discharges" Table

You are only required to complete this section if a discharge is occurring at the time of the inspection.

Was a Stormwater Discharge Occurring From Any Part of Your Site At The Time of the Inspection?
During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring. If there is a discharge, answer "yes" and complete the questions below regarding the specific discharge. If there is not a discharge, answer "no" and skip to the next page.

Discharge Location (repeat as necessary if there are multiple points of discharge)
Location of discharge. Specify the location on your site where the discharge is occurring. The location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

Describe the discharge. Include a specific description of any noteworthy characteristics of the discharge such as color; odor; floating, settled, or suspended solids; foam; oil sheen; and other obvious pollution indicators.

Are there visible signs of erosion or sediment accumulation? At each point of discharge and the channel and streambank in the immediate vicinity, visually assess whether there are any obvious signs of erosion and/or sediment accumulation that can be attributed to your discharge. If you answer "yes", include a description in the space provided of the erosion and sediment deposition that you have found, specify where on the site or in the surface water it is found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

Contractor or Subcontractor Certification and Signature
(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Certification and Signature by Permittee
(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Instructions for Signature/Certification

Each inspection report must be signed and certified to be considered complete.

Contractor or Subcontractor Signature and Certification
Where a contractor or subcontractor is relied on to carry out the inspection and complete the inspection report, you should require the inspector to sign and certify each report. Note that this does not relieve the permitted operator of the requirement to sign and certify the inspection report as well.

Signature and Certification by Permittee
At a minimum, the inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation*: A responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or sole proprietorship*: A general partner or the proprietor, respectively.
- *For a municipality, state, federal, or other public agency*: Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.